

**MINUTES OF REGULAR BOARD MEETING
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT**

Thursday, September 5, 2019

6:30 P.M.

PRESIDING: Roger Frech, Chairman

MEMBERS PRESENT: Mark Edwards, Kevin Anders, Jann Knotts, William Janacek, Amanda Nairn, Casey Hurt

MEMEBERS ABSENT:

OTHERS PRESENT: Neal Engleman, Interim Executive Director, Kelley Metcalf, Administrative Assistant; Paul Streets, Public Works Director City of Midwest City; Ken Komiske, City of Norman; Kyle Kruger, Garver; Geri Wellborn, City of Norman, Tim Carr, COMCD Employee, Alan Swartz, Alan Plummer Associates; Scott Aynes, City of Norman; Mark Roberts, City of Midwest City; Cole Niblett, Garver; Tony Puckett, McAfee & Taft

Call to Order. The meeting was called to order at 6:30 P.M. by Roger Frech, Chairman. Kelley Metcalf, Administrative Assistant, stated she had posted notice of the monthly board meeting in compliance with the open meetings act.

1. Consideration of Minutes of the board meeting held on Thursday, August 1, 2019. Mark Edwards made the motion seconded by William Janacek to approve the minutes as presented of the regular board meeting held on Thursday, August 1, 2019. Roll call vote:

Chairman Roger Frech	Yes
Treasurer Jann Knotts	Yes
Secretary Kevin Anders	Yes
Member William Janacek	Yes
Member Amanda Nairn	Yes
Member Casey Hurt	Yes
Vice Chairman Mark Edwards	Yes

Motion Passed.

2. Consideration of Minutes of Special board Meeting held Wednesday, August 21, 2019. Mark Edwards made the motion to approve the August 21, 2019 Special Meeting Minutes seconded by Casey Hurt. Roll call vote:

Chairman Roger Frech	Yes
Treasurer Jann Knotts	Yes
Secretary Kevin Anders	Yes
Member William Janacek	Yes
Member Amanda Nairn	Yes
Member Casey Hurt	Yes
Vice Chairman Mark Edwards	Yes

Motion Passed.

3. Consideration of financial statements for operating account for July 2019. Jann Knotts made a motion seconded by Mark Edwards to approve the July 2019 financials. Roll call vote:

Chairman Roger Frech	Yes
Treasurer Jann Knotts	Yes
Secretary Kevin Anders	Yes
Member William Janacek	Yes
Member Amanda Nairn	Yes
Member Casey Hurt	Yes
Vice Chairman Mark Edwards	Yes

Motion Passed.

With permission from the Board the President entertained moving item # 9 to follow item # 12.

4. Discussion, consideration and possible action to retain the services of a construction manager to oversee the Del City Pipeline Replacement. Alan Plummer Associates and Garver submitted proposals for the Board's review. Alan Swartz representing Alan Plummer Associates and Kyle Kruger representing Garver provided Q&A. Discussion was held. William Janacek made a motion seconded by Jann Knotts to award Del City Pipeline Replacement construction manager to Alan Plummer Associates. Roll call vote:

Chairman Roger Frech	Yes
Treasurer Jann Knotts	Yes
Secretary Kevin Anders	Yes
Member William Janacek	Yes
Member Amanda Nairn	Yes
Member Casey Hurt	Yes
Vice Chairman Mark Edwards	Yes

Motion Passed.

5. Discussion, consideration, and possible action to place on retainer legal counsel as needed to include but not limited to Tony Puckett of McCaffee and Taft for issues related to human resources/personnel as needed. Discussion was held. Kevin Anders made a motion seconded by Casey Hurt to retain McAfee & Taft for issues related to human resources/personnel and any other legal assistance as needed. Roll call vote:

Chairman Roger Frech	Yes
Treasurer Jann Knotts	Yes
Secretary Kevin Anders	Yes
Member William Janacek	Yes
Member Amanda Nairn	Yes

Member Casey Hurt Yes
Vice Chairman Mark Edwards Yes

Motion Passed.

6. Discussion, consideration and possible action to retain Casey Hurt on the Board as a representative of Midwest City. Discussion was held. Amanda Nairn made a motion seconded by Mark Edwards to retain Casey Hurt as a representative of Midwest City. Roll call vote:

Chairman Roger Frech Yes
Treasurer Jann Knotts Yes
Secretary Kevin Anders Yes
Member William Janacek Yes
Member Amanda Nairn Yes
Member Casey Hurt Abstain
Vice Chairman Mark Edwards Yes

Motion Passed.

7. Discussion, consideration and possible action to delay further action on partial title transfer of the Norman Project until the position of District Manager is filled. Amanda, Casey, and Mark serve on the committee to research hiring a 3rd party to help evaluate the pro's and con's of partial vs total title transfer. Mark Edwards made a motion seconded by Casey Hurt to delay further action on partial title transfer of the Norman Project until the position of District Manager is filled. Roll call vote:

Chairman Roger Frech Yes
Treasurer Jann Knotts Yes
Secretary Kevin Anders Yes
Member William Janacek Yes
Member Amanda Nairn Yes
Member Casey Hurt Yes
Vice Chairman Mark Edwards Yes

Motion Passed.

8. Discussion, consideration and possible action to approve the time extension contract between the Bureau of Reclamation and COMCD for the Shoreline Erosion Research Project. Kevin Anders made a motion seconded by William Janacek to approve the time extension contract between the Bureau of Reclamation and COMCD for the Shoreline Erosion Research Project. Roll call vote:

Chairman Roger Frech Yes
Treasurer Jann Knotts Yes
Secretary Kevin Anders Yes
Member William Janacek Yes
Member Amanda Nairn Yes
Member Casey Hurt Yes
Vice Chairman Mark Edwards Yes

Motion Passed.

9. Discussion, consideration and possible action to approve recessing to executive session pursuant to the Oklahoma Open Meeting Act, 25 O.S. §301 ET SEQ. for the purpose of the following: Discussion of pending claims and litigation. This agenda item will follow item # 12.

10. Discussion of qualifications to be considered in the search for the position of District Manager.
Discussion was held. Mark Edwards presented the Board job descriptions from the 3 cities Public Works Directors. Serving on the committee is Amanda Nairn, Mark Edwards and William Janacek. The Committee will report at the next Board meeting.

11. Discussion of qualifications to be considered in the search for the position of legal counsel.
Discussion was held. A decision was made to Table this item for a little while since the District has now retained McAfee & Taft.

12. President's report.

- Amanda Nairn and Roger Frech met with the COMCD staff on Monday, August 26, to talk about the separation of Randy Worden from the District. There were numerous questions raised and concerns voiced. These were addressed as they came up. The staff was assured that they are doing a really great job and the Board was very impressed by them and supportive of them. In turn, a useful and very interesting picture of how they work as a team was noted.
- Transfers of check signing and credit card authorizations to Neal Engleman have been completed. A small, but useful, change in the payroll ACH authorization has been made with BancFirst. The current signers are now Neal Engleman, Charles Wadsack, (District accountant) and Jann Knotts. Two signatures are required to authorize payments from the account, Jann Knotts has been added as a "back-up" signer at the suggestion of Cathy Lowe at BancFirst.
- COMCD email accounts for each Board member have been set up by Dobson Technologies, so that private email addresses do not have to be used for COMCD business.
- Kelley Metcalf, District Administrative Assistant has begun a "transfer folder", which will make for a much smoother transition from our temporary Manager to whomever is hired as the permanent Manager. This folder includes the current authorizations on the various accounts and credit cards, polices, and a host of miscellany.

*Amanda Nairn mentioned that the staff unanimously voted not to host the fish fry.

Neal Engleman stated things are going smoothly.

One of the projects the staff is working on is a repair at the gate house.

There was an incident where a helicopter landed on the Dam, and that is still under investigation.

9. (POSTPONED EARLIER) Discussion, consideration and possible action to approve recessing to executive session pursuant to the Oklahoma Open Meeting Act, 25 O.S. §301 ET SEQ. for the purpose of the following: Discussion of pending claims and litigation. Kevin Anders made a motion seconded by Casey Hurt to recess to executive session. Roll call vote:

Chairman Roger Frech	Yes
Treasurer Jann Knotts	Yes
Secretary Kevin Anders	Yes
Member William Janacek	Yes
Member Amanda Nairn	Yes
Member Casey Hurt	Yes
Vice Chairman Mark Edwards	Yes

Motion Passed to enter Executive Session.

Regular Session adjourned at 7:49 PM

Break for 10 minutes. After recessing for 10 minutes the Board decided not to enter executive session.

Regular Session resumed at 8:10 PM

14. New business (any matter not known prior to the meeting and which could not have been reasonably foreseen prior to the posting of the Agenda. Discussion was held regarding Alan Plummer Associates and the District to formulate plan details on the Del City Pipeline Replacement Project. Kevin Anders mentioned it was 2011 since the Board discussed the District's objectives.

Amanda Nairn made a motion seconded by Casey Hurt to adjourn at 8:27 PM.